



Preliminary Subdivision APPLICATION

240 East Gammon Road – Vineyard, Utah 84058 – (801) 226-1929

DATE: _____

NAME OF
APPLICANT(S): _____

APPLICANT ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

CURRENT ZONING DISTRICT DESIGNATION: _____

NUMBER OF PROPOSED NEW LOTS: _____

LOCATION/ADDRESS OF PROPOSED PRELIMINARY SUBDIVISION:

TOTAL ACREAGE OF PROPOSED PRELIMINARY SUBDIVISION: _____

NAME OF PROPERTY OWNER(S): _____

SIGNATURE OF APPLICANT(S): _____

FOR VINEYARD TOWN OFFICE USE ONLY:

DATE RECEIVED:	DATE DETERMINED COMPLETE:	FEES PAID:	DRC MEETING:

PROPERTY OWNER AFFIDAVIT

STATE OF UTAH }
 }ss
COUNTY OF UTAH}

I (we), _____, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Vineyard Town Planning Staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)

My commission expires: _____

.....
AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the Town considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20_____, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)

My commission expires: _____

Preliminary Subdivision Application Requirements Checklist:

- ☐ **1. Application Form.** A Preliminary Subdivision Application Form completed and signed by the owner(s) of the Subject Property, as identified on the property assessment rolls of Utah County, or authorized agent of the owner(s), of the lands proposed to be subdivided. If the Application Form is signed by an agent of the owner(s), the Application Form shall be accompanied by an affidavit identifying the agent as being duly authorized to represent the owner(s) in all matters related to the Preliminary Subdivision Application. All persons with a fee interest in the Subject Property shall be required to join in and sign the Preliminary Subdivision Application.
- ☐ **2. Preliminary Subdivision Application Fees.** The Preliminary Subdivision Application shall include the payment of all Preliminary Subdivision Application fees, as established by the Council, and any total amount, or deposit amount, required to provide the services of the Town Engineer.
- ☐ **3. Legal Description.** A complete and accurate legal description of the entire Subject Property proposed to be subdivided.
- ☐ **4. Preliminary Subdivision Plat.** A Preliminary Subdivision Plat shall be prepared by a licensed land surveyor, or engineer and drawn at a scale of not less than one inch equals one-hundred feet (1" = 100'), or as recommended by the Town Engineer. The Preliminary Subdivision Plat shall be prepared in pen and all sheets shall be numbered.
 - _____ a. A minimum of **fifteen (15)** 11 inch x 17 inch size and **two (2)** 24 inch x 36 inch size paper copies of the Preliminary Subdivision Plat shall be included and accompany the Preliminary Subdivision Application Form.
 - _____ b. A digital copy of the Preliminary Subdivision Plat, in a format acceptable to the Town's Geographic Information System standards shall be provided.

The Preliminary Subdivision Plat shall show the following:

- _____ a. A vicinity map, at a minimum scale of one inch (1") = one-thousand feet (1000'), clearly identifying the boundaries of the entire Subject Property, accesses, adjoining subdivision outlines and names, as applicable, and other relevant information within one-half (½) mile of the boundary of the Subject Property. The location of the Subject Property with respect to surrounding property and roads, and the names of all adjoining property owners of record shall be shown.
- _____ b. A map of the boundary of the Subject Property; accurate in scale, dimension and bearing, and giving the location of and ties to the nearest survey monument. The map shall have an error of closure of not greater than 1:10,000. Survey tie to the State grid or other permanent marker established by the Utah County surveyor is required, if practical.
- _____ c. Located at the top-center and lower right-hand corner of the Preliminary Plat, the proposed name of the subdivision that is distinct from any other plat already recorded in the Utah County Recorder's Office. The basis of bearings used, graphic and written scale, true north point, township, range, section, quarter section, block, and lot number, and total area of the Subject Property shall be shown.
- _____ d. Proposed lot and street layout. All existing and proposed street names shall be shown.
- _____ e. The lot or unit reference, block or building reference, street or site address, the street name and coordinate address, boundaries, course, and dimensions, acreage or square footage for all parcels, units, or lots, and length and width of the blocks and lots proposed to be created. All parcels, units, lots, or blocks created shall be numbered consecutively.
- _____ f. The boundaries, course, and dimensions of all of the parcels of ground divided, by their boundaries, course, and extent, whether the owner proposes that any parcel of ground is intended to be used as a street

or for any other public use, and whether any such area is reserved or proposed for dedication for a public purpose.

- _____ g. The location of any common space or open space areas, including the location of all property proposed to be set aside for public or private reservation, with the designation of the purpose of such set asides, and conditions, if any, of the dedication or reservation.
- _____ h. Every existing and proposed right-of-way and easement grants of record for underground utility facilities and for all other utility facilities within the proposed rights-of-way.
- _____ i. Each proposed lot shall identify required setback lines identifying the required front, side, and rear yard areas, as required by the Zoning District in which the Subject Property is located.
- _____ j. A title block, placed on the lower right hand corner of the Plat showing:
 - i. Proposed name or designation of the subdivision that is distinct from any other plat already recorded in the Office of the Utah County Recorder.
 - ii. Name and address of the owner of record and the name, address and license number of the licensed surveyor or engineer responsible for preparing the Preliminary Plat.
 - iii. Date of preparation of the Preliminary Plat, and all revision dates, as applicable.
 - iv. Signature blocks for the dated signatures of the Town Planner, Planning Commission Chair, Mayor, and Town Engineer.

☐ **5. Required Subject Property Information.** The following information is required and shall be provided on separate sheets at the same scale as the Preliminary Subdivision Plat:

- _____ a. The identification of known natural features including, but not limited to, jurisdictional wetlands as identified by the United States Army Corps of Engineers, flood plains and flood channels as identified by a Federal or State Agency, all water courses, areas where ground water is located within three (3) feet of the ground surface, water bodies, marshy or swampy areas, drainage ways, and any other natural features, as required by the Town Planner or Town Engineer for the Subject Property, including the total area of each.
- _____ b. All trees over six (6) inches in diameter, measured four (4) feet above the ground.
- _____ c. Existing site contours, at intervals of no greater than two (2) feet, overlaid with the proposed subdivision layout. Elevations shall be based on national Geodetic Survey sea level data. In cases of predominately-level topography one (1) foot interval contours may be required.
- _____ d. The location of any known man-made features on, or contiguous to the Subject Property, including existing platted lots, all utility easements, railroads, power lines and power poles, telephone and other telecommunication lines and facilities, bridges, culverts, drainage channels, road rights-of-way and easements, field drains, and well or spring protection areas. Indicate which features will remain and which will be removed.
- _____ e. The location and dimensions of all existing buildings, fence lines and property lines, overlaid with the proposed subdivision layout.
- _____ f. The layout of existing and proposed power lines including the source and connection to the existing power supply.

- _____ g. All existing and proposed roadway locations and dimensions, with cross sections and profiles of all new streets and roads, proposed to be dedicated to the Town, showing the grades of all proposed streets and roads, including direction of slope, and all proposed cuts and fills exceeding three (3) feet. The proposed radius of all centerline curves shall be shown.
- _____ h. The location and size of existing and proposed culinary water and sanitary sewer lines and the location of all wells and springs, if any, and the location of all secondary water locations, as required by the Town Engineer, as applicable, overlaid with the proposed subdivision layout plan. Indicate the direction of slope for all gravity pipelines.
- _____ i. Proposed storm drainage and flood control systems including proposed pipe sizes, inlets, detention areas, and drainage arrows.
- _____ j. The location of all existing and proposed curbs, gutters, and sidewalks within and adjacent to the proposed development with an indication of grades and flow arrows showing direction of storm water surface flows.
- _____ k. Existing land drain locations and proposed new land drainage system including proposed pipe sizes, inlets, outlets, and drainage arrows.
- _____ l. The location of all existing and proposed fire hydrants, including the sizes of all existing and proposed water lines serving all fire hydrants.
- _____ m. The location of all existing and proposed streetlights identifying the location, type, height, and light output of all existing and proposed street lights.
- _____ n. The location of all existing and proposed street trees and other landscape plantings identifying the location and type of all street trees, shrubs and other landscape materials and plantings.
- ☐ **6. Geotechnical Report.** A report providing geologic maps, soil type maps, and tables of soil type interpretations based on the national Cooperative Soils Survey, United States Department of Agriculture, and Soil Conservation Service. Other investigation reports regarding the suitability of the Subject Property for the proposed subdivision shall be provided. The location and height of all subsurface ground water areas shall be shown.
- ☐ **7. Preliminary Grading and Drainage Plan.** For all Subject Property of one (1) acre or larger, a preliminary grading plan shall be provided indicated by solid-line contours, using two (2) foot intervals, imposed on dashed line contours, also using two (2) foot intervals, of the existing topography for the entire Subject Property. For Subject Properties that have predominately-level, topography one (1) foot contour intervals may be required by the Town Engineer.
- ☐ **8. Preliminary Erosion Control Plan.** When required by the Town Engineer, a Preliminary Erosion Control Plan shall be provided and included with the Preliminary Subdivision Application.
- ☐ **9. Preliminary Easement Plan.** A preliminary easement plan, identifying the location, size, and use of all existing and proposed easements.
- ☐ **10. Title Report.** A Title Report for the Subject Property, provided by a Title Company and no older than thirty (30) calendar days from the date of the filing of the Preliminary Subdivision Application.
- ☐ **11. Tax Clearance.** A tax clearance from the Utah County Treasurer shall be provided as part of the Preliminary Subdivision Application.
- ☐ **12. Evidence of Availability of Necessary Services.** The following information is required to be presented in writing as part of the Preliminary Subdivision Application, necessary to establish the availability of required services to the Subject Property.

- _____ a. Culinary Water Requirements. The Applicant shall provide all information and materials, as required by the Town Engineer, necessary to review and provide a written approval of the feasibility of the proposed culinary water system and culinary water sources.
- _____ b. Sanitary Sewer Requirements. The Applicant shall provide information and materials, as required by the Town Engineer, necessary to review and provide a written approval of the feasibility of the proposed sanitary sewer system.
- _____ c. Subdivision Roads and Streets. The Applicant shall provide information identifying the proposed road and street layout. Proposed subdivision streets shall make provision for the continuation of existing streets. All subdivision streets shall be designed as required by the Vineyard Town Development Standards and Design Specifications. If the proposed subdivision will be accessed directly from a State Highway, an appropriate access permit approval, as required by the State of Utah Department of Transportation, shall be provided with the application materials. If the subdivision will be accessed directly from a County Road, authorization from Utah County to allow subdivision access from a County Road shall be provided with the application materials.
- _____ d. Storm Drainage and Flood Control Facilities. The Applicant shall provide information identifying the storm drainage and flood control system. The proposed subdivision storm drainage and flood control system shall make provision for the continuation of existing facilities. All subdivision storm drainage and flood control system facilities shall be designed as required by the Vineyard Town Public Works Standards.
- _____ e. Fire Protection, Suppression, and Access Facilities. The Applicant shall provide information identifying the proposed fire protection, fire suppression, and fire access facilities and shall make provisions for the continuation of existing facilities. All subdivision fire protection, fire suppression, and fire access facilities shall be designed as required by the Vineyard Town Development Standards and Design Specifications.
- _____ f. Special Service District or Special Service Area. If the Subject Property is located within the boundaries of a Special Service District or a Special Service Area, a written recommendation from the governing board of such District or Area shall be provided with the Preliminary Subdivision Application materials, which recommendation may identify any potential impacts resulting from the proposed subdivision.
- ☐ **12. Additional Information and Materials.** When the Town Staff, Commission, or Council deem necessary, the Applicant may be required to provide other information, materials, letters of feasibility, conduct studies, and provide other evidence indicating the suitability of the Subject Property for the proposed subdivision, including, but not limited to, compliance with the Town's Transportation Plan(s) including access management plans, adequacy of utilities, public safety and fire protection, ground water protection, plant cover maintenance, geologic or flood hazard, erosion control, wildlife habitat, and any other infrastructure, physical, environmental, or cultural matters.
- ☐ **13. Phasing Schedule.** If the Applicant is proposing phasing the development into two or more sections for purposes of recording final plats, such information must be included as a part of the Preliminary Subdivision Application submission.
 - _____ a. A phasing plan describing each phase, the approximate size in area of each phase, the order of phasing and the projected time for recording and development of each phase shall be submitted.

Preliminary Subdivision Application Review Procedures:

1. Determination of a Complete Application and DRC Review.

A determination of a complete Preliminary Subdivision Application shall be made by the Planner. The Planner shall schedule a meeting with the DRC to review the complete Preliminary Subdivision Application. Following the DRC review, the Planner shall provide the DRC comments to the Commission as the Commission considers the application.

2. Commission Public Hearing and Review.

The Commission shall conduct a public hearing for the Preliminary Subdivision Application. Notice shall be provided for the public hearing as required. Following the close of the public hearing, the Commission shall consider all information and input received. The Town Staff, or Employee, or any State and County Agency, as applicable, any affected Special Service District, Special Service Area, may present information and materials to the Commission for review in considering the Preliminary Subdivision Application.

3. Commission Recommendation.

Following the consideration of the Preliminary Subdivision Application, and all information and materials presented, the Commission shall formulate and transmit a recommendation to the Council for approval of the Preliminary Subdivision Application, as presented, recommend approval of the Preliminary Subdivision Application with requirements, or recommend denial of the Preliminary Subdivision Application, with findings of compliance or non-compliance with this Ordinance and all other applicable Town, County, State, and Federal requirements.

4. Council Review.

Following the receipt of the Commission recommendation, the Council shall consider the Preliminary Subdivision Application at a regularly scheduled meeting.

5. Council Approval, Approval with Requirements, or Denial of the Preliminary Subdivision Application.

Following the consideration of the Preliminary Subdivision Application, and all information and materials presented, including the recommendation of the Commission, the Council may approve the Preliminary Subdivision Application, as presented, approve the Preliminary Subdivision Application with requirements, or deny the Preliminary Subdivision Application with findings of compliance or non-compliance with this Ordinance and all other applicable Town, County, State, and Federal requirements.

PRELIMINARY SUBDIVISION APPLICATION REVIEW PROCEDURES

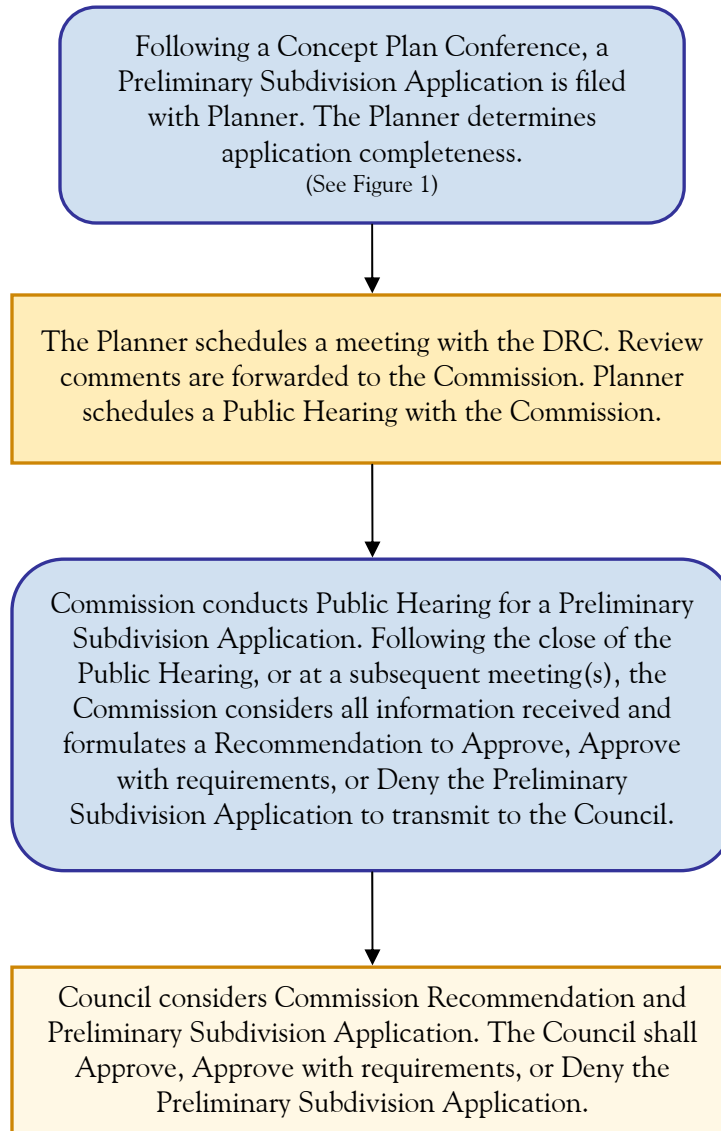


FIGURE 1
DETERMINATION OF APPLICATION COMPLETENESS PROCEDURES

